WORD Advanced

Objectives:

- Learn how to format Word documents using Indents, Bullets, and Numbering.
- Learn to use the Format Painter.
- Learn how to use Tables to arrange text in rows and columns.

What can I use Word to do?

Word is a word processor that you can use to create and print any type of document – for example, letters, resumes, school papers, and business documents.

★★★★Hi-Tech ™★★★★
Technology You Can Afford

Hi-Tech
Multipurpose Office Machine

Congratulations! You have just purchased the Hi-Tech Model MP-80 Multi-Purpose Office Machine. This office appliance combines all these features into a single unit:

- Copier
- FAX machine
- Paper shredder
- Printer
- Scanner
- Telephone Answering Machine

Registration

Please be sure to register your product immediately after purchase, providing your name, address, phone number, and email address for our records, and so that we can be sure to keep you aware of future Hi-Tech product offers.

Installation instructions:

1. Remove all items from box.
2. Remove tape holding scanner lid shut.
3. Connect machine to computer using USB cable.
4. Connect power cord to machine and plug into wall socket.
5. Turn on machine by pressing power button. Green light should illuminate.
6. Install one black and three color ink cartridges following directions on page 8 of user's manual.
7. Insert software CD into computer's CD drive, and follow software installation instructions.
8. Your Hi-Tech MP-80 is now ready to use.

Ink Cartridges, with Order Number and Price.

Black ink	Blk1	$ 39.00
Red ink	Red1	34.00
Green ink	Grn1	34.00
Blue ink	Blu1	34.00

Warranty

The Hi-Tech Limited Warranty is valid for one full year after date of purchase. For warranty service, just inform Hi-Tech of any product defects by calling us at (888) 345-5678. The Limited Warranty entitles you to complete parts and labor coverage with just a minimal service fee.

Instructions in Foreign Languages

Instructions are also available in the following languages:

Français
Deutsch
Español
Italiano
Português

To request a foreign-language instruction sheet, visit our website at HiTech.com/Instructions.

Ron's Handy List of Foreign & Special Characters

Letters	ALT +		ALT +
œ	0156	Œ	0140
¡	0161		
¿	0191		
ß	0223		
à	0224	À	0192
á	0225	Á	0193
â	0226	Â	0194
ã	0227	Ã	0195
ä	0228	Ä	0196
å	0229	Å	0197
æ	0230	Æ	0198
ç	0231	Ç	0199
è	0232	È	0200
é	0233	É	0201
ê	0234	Ê	0202
ë	0235	Ë	0203
ì	0236	Ì	0204
í	0237	Í	0205
î	0238	Î	0206
ï	0239	Ï	0207
ñ	0241	Ñ	0209
ò	0242	Ò	0210
ó	0243	Ó	0211
ô	0244	Ô	0212
õ	0245	Õ	0213
ö	0246	Ö	0214
ù	0249	Ù	0217
ú	0250	Û	0218
û	0251	Û	0219
ü	0252	Ü	0220
ý	0253	Ý	0221

Procedure:

Press **Num Lock** key to turn on the number pad. (Note lights at top right of keyboard. The lock symbol with the number **1** on it should have the green light on.)

Hold down the **ALT** key, and type in the four digit number from the chart using the numbers in the number pad. The special character will appear when you release the ALT key.

Symbols	ALT +		ALT +
¼	0188	¢	0162
½	0189	€	0128
¾	0190	£	0163
¬	0172	¥	0165
±	0177	©	0169
«	0171	®	0174
»	0187	µ	0181
°	0176	¶	0182
º	0186	§	0167
†	0134	¹	0185
‡	0135	²	0178
¦	0166	³	0179

Word Advanced - Tips

1. To show all menu and toolbar items, click on **Tools → Customize** and uncheck the box for "Standard and Formatting toolbars share one row" and the box for "Menus show recently used commands first"; then click on Close.

2. **Selecting**:
   - Drag over text while holding down left mouse button to select several words at once. Note that you can drag the mouse up or down to select other lines. Be sure to start at either the end or the beginning, but not in the middle.
   - If you select the wrong area, immediately un-select it by clicking anywhere in the document.
   - Double-click within a word to select the entire word.
   - Triple-click within a paragraph to select entire paragraph.
   - Move cursor into left margin until it turns into an arrow pointing up and to the right, and then click to select entire line. You can drag up or down to select several lines at once.
   - To select a LONG area of text, first select a little bit at one end. Then hold down the **Shift** key while you click at the other end.
   - Select ALL the text with **CTRL + A**, or menu items **Edit → Select All**.

3. To move an area of text, select it, then locate mouse within highlighted area so that it turns into an arrow pointing up and to the left. Hold down the left mouse button and drag selection to desired location.

4. To insert a page break, click on **Insert → Break,** click on **OK**.

5. Use Tables to arrange text in rows and columns. Click on **Table→ Insert Table.**

6. To insert page numbers, click on **Insert → Page numbers.**

7. To show Invisible characters, click on the **Show/Hide ¶** toolbar icon.

Using the Format Painter:
1. Click mouse to locate Insertion Point in areas of desired format.
2. Click on Paintbrush icon one time for a single change, or double-click it for multiple changes.
3. Use mouse to "paint in" desired format.
4. End multiple selections by clicking again on Paintbrush icon.